DOCUMENT RESUME

ED 422 051 JC 980 374

AUTHOR	Griffith, Mary
TITLE	Pueblo Community College Part-Time Instructor Handbook, 1998-99.
INSTITUTION	Pueblo Community Coll., CO.
PUB DATE	1998-09-00
NOTE	66p.
PUB TYPE	Guides - Non-Classroom (055) -- Reports - Descriptive (141)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Access to Education; College Instruction; Community Colleges; Criteria; *Educational Policy; Employment; Guidelines; *Institutional Mission; *Instructional Improvement; *Part Time Faculty; *School Community Relationship; Teacher Role; Two Year Colleges
IDENTIFIERS	Colorado Community College and Occup Educ System; Pueblo Community College CO

ABSTRACT

This Part-Time Instructor Handbook provides information and guidelines to assist part-time teachers in meeting their instructional assignment. The report is based on state board policies of the Colorado Community College and Occupational Education System, as well as policies and procedures of Pueblo Community College in Colorado (PCC). The handbook's 11 sections are as follow: part-time instructor activity guide, policies and procedures, grades, evaluation of instructors, office services, discipline problems, support services, employment information, campus services, personnel directory, and divisions and curricula offerings. Covered in these sections are policies on course syllabi, class length, student/instructor attendance, classroom observation, student/instructor evaluations, instructional competencies, educational equipment available, financial aid, library activities, and safety awareness. PCC issues this handbook in order to implement through its teachers the mission of meeting the community's educational needs, providing personalized service, and acting as the primary source of job preparation, workforce development, and transfer programs. The handbook also dictates the college's core values of partnership, positive environment, diversity, achievements, teamwork, improvement, responsiveness and accountability. Appended are additional guidelines, class forms, class reports, and employment requirements. (AS)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 422 051

PUEBLO COMMUNITY COLLEGE
PART-TIME INSTRUCTOR HANDBOOK

PUEBLO CAMPUS

OFFICE OF THE VICE PRESIDENT
FOR EDUCATIONAL DEVELOPMENT

1998-99

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
X This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

M. Griffith

1

JC 980 374

TABLE OF CONTENTS

Pueblo Community College Vision, Core Values, Mission and Goals 1
Introduction 2
SECTION I. PART-TIME INSTRUCTOR ACTIVITY GUIDE 2
Course Planning Conference/Meeting with Department Chair 2
Instructor Application 2
Course Syllabus 2
Class Lists 3
What Your Students Should Know 3
Required Class Length 4
Academic Dishonesty 4
SECTION II. POLICIES AND PROCEDURES 5
College Catalog 5
Assessment of Basic Skills 5
Class Lists 5
Drop/Refund Period 5
Withdrawal Policy 5
Student's Procedure to Withdraw from Class 6
Instructor's Procedure to Withdraw from Class 6
Reinstatement 6
Instructor Attendance 7
Student Attendance 7
Handling Student Information 8
SECTION III. GRADES 9
Reporting Grades 9
Incomplete Grades 10
Grade Changes 10
Grade Reports to Students 10
SECTION IV. EVALUATION OF INSTRUCTORS 11
Schedule of Evaluation 11
Classroom Observation 12
Student Evaluation 13
Instructor's Self Evaluation 13
Supervisor Evaluation 14
Professional Responsibilities of Instructors 15
Instructional Competencies Checklist 16
Competency 1 17
Competency 2 18
Competency 3 19
Competency 4 20
Competency 5 21
Competency 6 22
Competency 7 23
Competency 8 24

Comments 25
Protocol for Distribution of Student Evaluation Forms 26
Description of Student Evaluation Instruments 27
Instructor's Self Evaluation Form 28
Supervisor's Evaluation of Instructor Form 30
SECTION V. OFFICE SERVICES 32
Typing 32
Copying 32
Audio Visual Equipment 32
SECTION VI. DISCIPLINE PROBLEMS 32
Academic Misconduct 32
Student Discipline 33
Threats or Intimidation 33
Smoking, Drinking, and Food in the Classroom 33
SECTION VII. SUPPORT SERVICES 33
Directory 33
Academic Advising 34
Admissions 34
Bookstore 34
Business Office 34
Continuing Education 34
Center for Teaching Excellence 34
Advising, Career and Transfer 35
Financial Aid 35
Learning Center 35
Library 35
Student Activities 37
Telelearning 38
SECTION VIII. EMPLOYMENT INFORMATION 38
Non-Discrimination Notice 39
Salary Notice 39
Orientation 39
Staff Development/Activity Stipend 39
Part-Time Instructor Salary Level Requirements 39
Personnel File 40
Instructor Load 40
Retirement 40
Sexual Harassment Notice 40
Termination Procedures 41
Jury Duty 41
Drug-Free Workplace Policy and Program 41
SECTION IX. CAMPUS SERVICES 43
College Closures 43
Emergency Procedures 43
Evacuations 43
Medical or Life Threatening Procedures 44

Electrical Power Failure 45
Laboratory Safety Awareness 45
Evening and Weekend Services 46
Keys 46
Lost and Found 46
Parking and Vehicle Registration 46
SECTION X. PERSONNEL DIRECTORY 47
SECTION XI. DIVISIONS AND CURRICULA OFFERINGS 48
APPENDICES 53
Appendix I – Course Syllabi Guidelines 54
Appendix II – Withdrawal from Class Form 55
Appendix III – Reinstatement to Class Form 56
Appendix IV – Grade Change/Removal of Incomplete 57
Appendix V – Class Cancellation/Change Report 58
Appendix VI – Faculty Monthly Absence Report 59
Appendix VII – Print Request Form 60
Appendix VIII – Minimum Instructor Employment Requirements 61

PUEBLO COMMUNITY COLLEGE

Vision and Core Values

Pueblo Community College embraces as its guiding value exceptional service to students and partners by providing total educational and training solutions. Toward this end, Pueblo Community College's core values are:

- ◊ Build partnerships
- ◊ Provide a positive environment
- ◊ Respect diversity
- ◊ Celebrate achievements
- ◊ Demonstrate integrity
- ◊ Demonstrate teamwork
- ◊ Provide innovative programs and services
- ◊ Improve continuously
- ◊ Be responsive
- ◊ Be accountable

Mission

Pueblo Community College will develop and support learning over the course of a lifetime leading to positive change in the lives of individuals, families and communities. To accomplish this mission, Pueblo Community College has the following goals:

- ◊ PCC will be the leader in anticipating, recognizing, and addressing the educational needs of the community.
- ◊ PCC students and partners will receive exceptional personalized and friendly service.
- ◊ PCC will be a responsive, flexible learning organization.
- ◊ PCC will be seen as the one-stop source for competent, results oriented educational services.
- ◊ PCC will be the primary source of job preparation, workforce development and transfer programs.

INTRODUCTION.

The purpose of this Part-Time Instructor Handbook is to provide information and guidelines to assist you in meeting your instructional assignment. If you should need information that is not addressed in this publication, please contact your department chairperson or the appropriate person at Pueblo Community College. This Handbook is based on State Board Policies of the Colorado Community College and Occupational Education System, as well as the Policies and Procedures of Pueblo Community College. If any discrepancies exist between the matters stated in this Handbook and these policies and procedures, the official publications take precedence.

SECTION I. Part-Time Instructor Activity Guide.

1. **Course Planning Conference/Curriculum Meeting with Department Chairperson**.

   a. Review the approved textbook and related instructional materials.
   b. Discuss syllabus and course outline. (See Appendix I for format).
   c. Discuss specific department policies and procedures.
   d. Provide a copy of the Master Schedule of Course Offerings, a PCC catalog, and a copy of the Part-Time Instructor Handbook.
   e. Discuss outcome level expectations, grading philosophy and provide a sample test.
   f. Discuss evaluation procedures (pages 14-30).

2. **Instructor Application.** In order to insure that your qualifications are properly documented, the College will need the following:

   a. An application for employment and a completed employee packet which is available in the Human Resources Office, Room CA-210.
   b. Official transcripts from all colleges attended.
   c. Verification by letter or other means of your work experience, if required for vocational certification.

3. **Course Syllabus.** Your class will be expected to fulfill the requirements of the approved course syllabus. If you have recommendations regarding textbooks, supplemental materials, or the syllabus, please contact the appropriate department chairperson. (See Appendix I).

4. **Class Lists.**

   a. You will receive a class roll the first week of classes. Please verify that all students listed are in attendance. If students are listed who are not attending, they must be identified as no-shows or drops at this time to avoid financial liability for the tuition payment.

   b. Please verify that all students attending are listed on the class list. Any students attending who are not listed must complete registration forms in order to continue attending class and be allowed to receive Pueblo Community College credit for the course. Please inform the student.

   c. During the term you will receive a class list which you will be expected to review, verify for accuracy and return to Admissions and Records. A Pueblo Community College academic record will be created based on your information.

   d. Before the end of the semester, you will be provided with grade sheets and instructions for processing your final grades. Be sure to observe the deadline specified for submitting your grades. **NOTE: A GRADE OF "W" MAY NOT BE ASSIGNED ON THE GRADE SHEET. STUDENTS MAY WITHDRAW UP TO THE LAST THIRTY PERCENT (30%) OF THE CLASS. THEREAFTER, A GRADE OF "A" – "F" OR "I" MUST BE ASSIGNED.** A copy of your attendance record, grade record, tests, and criteria for determining grades, must be turned in with your final grade sheet. Students have up to one year to contest a grade, and this documentation will be the basis of determining the outcome of an appeal should we be unable to contact you. Those instructors with SIS access may check the 1G7 screen anytime during and after the term to ensure that their grades and enrollments are correct.

5. **During the first week of class, make sure your students know:**

   a. When you will be available to provide individualized assistance.

   b. That they must process through the College Admissions & Records Office if they wish to drop the course or withdraw from the College (see **Drop/Refund Period** and **Withdrawal Policy** in Policies and Procedures Section).

   c. Your attendance policy.

d. How grades will be determined. The method of determining grades should be clearly stated and a supplemental sheet distributed to students stating any special requirement or grading procedures. A copy of the supplemental sheet should be provided to your department chairperson.

6. **Required Class Length:** Classes have been scheduled so that the required minimum instruction time is provided. To meet this requirement and to meet the course objectives in your syllabus, you are required to utilize all scheduled class time. Classes should start promptly at the appointed time and end promptly to allow your students sufficient time to get to their next class.

7. Assist students to follow the drop/add/withdrawal and other policies presented in the section headed "Policies and Procedures". For your convenience, the end of the Drop/Refund Period and Last Date to Withdraw are provided on the class list.

8. Any change from the scheduled class meeting place must be approved by your chairperson and filed with the appropriate department administrative assistant. (See Class Cancellation/Change Form in the Appendix).

9. Please comply with all due dates. The calendar for the term is listed in the Schedule of Classes. Contact the Admissions and Records Office or an administrative assistant for due dates associated with special length classes.

10. If you are unsure about any College policy or procedure, inform your department chairperson.

11. **Academic Honesty** – Establish a climate of academic integrity by discussing its importance and reviewing the sanctions for academic dishonesty. Refer to the Student Handbook for procedures for handling allegations of academic dishonesty. Contact the College Student Judicial Officer at 549-3035 if you have questions.

SECTION II. Policies and Procedures.

College Catalog. The current Pueblo Community College catalog contains the rules and regulations in effect at the time of publication. It also lists official degree plans, course descriptions, and is a good resource for academic regulations, program requirements, and services.

Assessment of Basic Skills. Pueblo Community College requires assessment testing for all entering students. Scores for correct placement in mathematics, English, and reading can be obtained from your department chairperson. Students must achieve a 12th grade reading equivalent to enroll in core academic classes and a 10th grade equivalent to enroll in other classes unless courses have specified requirements that are different from this. During the first week of classes, please check that students have been placed correctly. Announce any prerequisites (such as English 121 being a prerequisite for English 122) the first day of class and refer students without the prerequisites to their advisors.

Basic Skills Assessment is conducted through the Counseling & Career Services (Advising, Career and Transfer) Office in the College Center, Room 258, telephone 549-3030).

Class Lists. Check carefully that all class lists are accurate and correct problems immediately to avoid billing and records problems later. **DO NOT ALLOW STUDENTS TO ATTEND CLASS UNLESS THEIR NAMES APPEAR ON THE LIST OR VERIFICATION OF ENROLLMENT HAS BEEN PROVIDED. IDENTIFY NO SHOWS AND RETURN LISTS AS REQUESTED. STUDENTS MAY NOT BE ISSUED GRADES UNLESS THEIR NAMES APPEAR ON THE CLASS ROLL.**

Drop/Refund Period. During the first 15% of a class a student may drop or be dropped (no show) without creating a college transcript or incurring financial obligation for the class. The deadline date is listed on your class list.

Withdrawal Policy. A student may withdraw from class at any time up to the last 30 percent of the class. Thereafter, the student must receive a grade of A through F or I, not a W. The last day to withdraw from classes is stated in the current PCC Schedule of Classes. (Contact the Admissions and Records office or an administrative assistant for withdrawal deadlines for special length courses or refer to your class list.)

- **Student's Procedure to Withdraw from a Class:**

  If a student wishes to withdraw from a class:

  1. The student must obtain a Withdraw From Class Form from the instructor, a department administrative assistant, or the Admissions and Records office. (See Appendix for form).

  2. The student should complete his/her portion of the form and submit it to the instructor (or department administrative assistant) or the staff located in the Admissions and Records Office.

     a. Instructor will add the Last Date of Attendance to the form, sign and send it to the Admissions and Records Office, or

     b. Instructor may e-mail the same information provided in the Withdraw From Class Form to registrar@pcc.cccoes.edu (available for instructors with SIS access).

  3. Instructors may not assign a grade of "W" during the last 30% of a class.

- **Instructor's Procedure to Withdraw a Student from a Class:**

  An instructor may withdraw a student from class, usually due to non-attendance, by:

  1. Completing the Withdraw From Class Form and sending it to the Admissions and Records Office, or

  2. Utilizing one of the regularly scheduled class list distributions in lieu of completing a Withdraw From Class Form if the withdrawal is prior to the deadline date for withdraws, or

  3. E-mailing the same information provided on the Withdraw From Class Form to registrar@pcc.cccoes.edu (available for instructors with SIS access).

  4. Instructors may not assign a grade of "W" during the last 30% of a class.

- **Reinstatement.** After a student has been dropped by the instructor, it is possible for the student to be reinstated if the terms of reinstatement are agreed upon by both the student and the instructor. (Sometimes it is helpful to put the agreement in writing and have the student sign it.) A form must be obtained from the Admissions and Records Office and completed by the instructor and the student. (See Appendix for Form).

Instructor Attendance. As an part-time instructor you must meet each assigned class for its full length. In the event that you can not meet an assigned class, due to illness or emergency, contact your chairperson as early as possible. Then fill out the green Class Change or Cancellation Form (Appendix V) available from the administrative assistants. At the end of the month, note your absence on the Faculty Monthly Absence Report (Appendix VI). These forms are used for any type of change such as field trips, room changes, etc. Please note that classes should not be canceled for on-campus activities (unless they relate directly to course content), holidays not on the college calendar, etc. Also, although guest speakers may be invited to class, **part-time instructors may not contract with another party to teach the class**.

Part-time instructors are invited and encouraged to attend the meetings of the department, division, and general faculty and to participate in professional and staff development activities at the College.

An all-faculty meeting is held each month. Division meetings are also held on a regular basis, as are Department Chair meetings. The Instructional Vice Presidents will set regular meeting dates and times. (Frequency and times may vary).

Student Attendance. Regular and punctual attendance is expected of all students, and a complete record of attendance must be kept by each instructor for the entire length of each course. Students will be counted absent from class meetings missed beginning with the first official date of enrollment. Student withdrawals must be received by the Records Office within three weeks following the student's last date of recorded attendance and the last day of attendance must be noted on the Drop Form. Student withdrawals cannot be processed the last 30 percent of the course length.

It is the student's responsibility, whether present or absent, to obtain all material presented and to complete all course assignments. Twenty percent absence of each student's possible attendance in lecture and/or laboratory classes will be taken as evidence that a student does not intend to complete the course. He/she may be withdrawn at that time as determined by the instructor (according to college procedures). It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

The attendance policy for certain programs, such as health careers, may differ from the general policy due to clinical requirements or requirements of approving agencies.

NO SHOW STUDENTS: Any registered student who does not attend class during the first six (6%) percent of the class contact hours (add period) must be dropped from the roll unless special arrangements are made with the instructor. A student dropped as a "No Show" will forfeit his/her position in a class. An instructor may not designate a student as a "No Show" on the final grade roster.

REINSTATEMENT PROCESS: Students with legitimate excuses who have maintained their course work, have kept the instructor informed, and intend to continue with and complete the class may qualify for reinstatement.

Reinstatement will depend upon class space available and approval by the instructor. Students can request reinstatement to a class by completing the Reinstatement to Class Form available in either your Vice President's Office or the Records Office (See Appendix for Form). Once the instructor has approved a student's reinstatement, the form is forwarded to the Records Office for processing. Reinstatements will not be accepted the last 30 percent of the semester or any other class length. Any unexcused absence after a reinstatement, as determined by the instructor, will result in an automatic withdrawal.

It is the student's responsibility to properly process a drop to obtain a refund of tuition and fees. See "Dropping Courses" in the catalog for additional information.

Handling Student Information. In your work you will have access to student information which must be treated with great care. You may use the information in your work with the student, but you may **not** share it with others. The Family Educational Rights and Privacy Act (FERPA) restricts the release of anything but directory information without student consent and also allows students to review records pertaining to them. If you have any further questions about the release of information, please call the Pueblo Community College Admissions and Records Office at 719-549-3010.

Common problems with handling student data include:

1. Documents with a student's ID number should be shredded or otherwise securely destroyed.

2. A student should **not** be allowed to see another's information on your PC monitor or papers on your desk.

3. You may **not** post a list of the student ID numbers (usually the social security number) of the students in your class by name or ID number.

4. The student's spouse or parents do **not** have access to PCC records without written permission from the student.

5. If you do not recognize a student who phones requesting information, be sure to verify that student's identity by asking for the student's month and day of birth.

6. Do **not** give out information about the time or location of a student's class.

7. Refer all emergency requests for information to Admissions and Records or Campus Security.

8. Notes about an advisee kept in a file handled by an administrative assistant become part of the student's record. The student may examine these records and challenge them using established PCC procedures. Notes that are kept in your sole possession are not part of the student's record and not subject to FERPA.

SECTION III. Grades.

The PCC system of grading is expressed in letters which carry grade points used in calculating the cumulative grade-point average.

To calculate a grade-point average (GPA), the total number of points are divided by the total number of quality hours. Quality hours include the credits from A, B, C, D, and F grades. Credit for the S grade is earned but not used in the GPA calculation.

Letter Grade		Grade Points Per Unit of Credit
A	(Excellent)	4
B	(Good)	3
C	(Average)	2
D	(Below Standard)	1
F	(Failure)	0
S	(Satisfactory)	*
U	(Unsatisfactory)	**
I	(Incomplete)	**
OE	(Open Exit/Grade Pending)	**
IP	(In Progress)	**
AU	(Audit – No Credit)	**
W	(Withdrawal)	**
Z	(No Grade Assigned)	**

**Credit is not used to compute grade-point average but is counted toward total credits earned.*
***No credit is given and grade is not used to compute grade-point average.*

Grades of S, U, IP, and OE may be used only in certain approved courses. The "D" grade is not an acceptable performance level in most courses and programs.

Audit Grade: A student who is auditing a class pays the same tuition and fees as those enrolled for credit.

Reporting Grades. Grades are reported at the end of the semester or other intervals based on the length of the class on computer forms distributed by the department for all students in your class. Review instructions carefully. Be sure to date and sign each grade sheet and provide a telephone number where you can be reached in case there are questions.

It is important that completed grade sheets be returned personally to the designated College contact person by the deadline listed on the instruction sheet. If grade sheets are not returned by the specified deadline, none of the students on the grade roster will receive a grade on their grade report. If this occurs, then you will be required to file a change of grade form for **EACH** student. **Do not** return the grade sheets directly to the Admissions and Records Office.

Incomplete Grades. A grade of I (Incomplete) is a temporary grade indicating that the student has a satisfactory record in work completed, but has not completed the course requirements.

1. Instructors may assign I grades only if the student has completed 85% of the course work.

2. To assign an I grade, the instructor must designate an I grade on the official grade roster.

3. A student must complete the requirements for removing the incomplete grade within the next full-length semester (Summer excluded). If the student fails to complete the course work, a grade of F will be assigned.

4. A student is not required to re-register for the course and is not required to pay additional tuition and fees.

Grade Changes. Final grades entered with the Admissions & Records Office are unalterable unless a Grade Change Form has been completed and signed by the Instructor and the College Department Chairperson.

It is the responsibility of the student to request a grade change from the instructor if one is justified. Normally, grade changes shall be processed within the following term; but in no event shall changes be approved after a time lapse of one calendar year. A grade of W may not be changed. (See Appendix IV).

Grade Reports to Students. The Admissions and Records Office makes available a record of grades and credits to the student at the end of each semester upon request from the student. Students may call the following numbers to obtain their grade reports: Pueblo 549-3099; Outside Pueblo 1-800-314-9520.

SECTION IV. Evaluation of Instructors

Instructors will be evaluated according to their fulfillment of the established Pueblo Community College Professional Responsibilities of Instructors (page 15) and Instructional Competencies (pages 16-25).

Schedule of Evaluation

Supervisors should communicate the criteria, schedule, and procedures to be used in the evaluation to the instructor during the first three weeks of the semester or term of evaluation.

Evaluations of instructors should be conducted after 60 to 80 percent of the scheduled hours have been completed. To apportion the workload evenly, the supervisor may determine in which semester an instructor will be evaluated. Specific date and time of evaluation will be determined by the instructor or supervisor.

Additional classroom observations or student evaluations may be requested at any time if the supervisor and/or instructor deems them necessary.

Instructors who teach under more than one supervisor will be evaluated by each supervisor.

1. Classroom observations

   Instructors will be observed annually during their first four semesters of employment (including summer semester). Instructors who have completed four or more semesters at PCC and have satisfactory evaluation scores must be observed every two years or more frequently at the discretion of the supervisor.

2. Student evaluations

   Instructors will be evaluated by students annually during their first four semesters of employment (including summer semester). Instructors who have completed four or more semesters at PCC and have satisfactory evaluation scores must be evaluated by students every two years or more frequently at the discretion of the supervisor. Evaluations will be conducted following the established Pueblo Community College protocol.

Instructors should contact their supervisors to review the evaluation instruments. The available instruments are described on page 27.

Classroom Observation

1. Procedure:

a. Prior to the classroom observation, the supervisor will meet with each instructor for a pre-observation conference to select a class or classes for observation and to set the date and time for the classroom observation(s). Other purposes of the pre-conference may include, but are not limited to, the following:

- to discuss the purpose of the classroom observation,
- to acquaint the appraiser with the activities that will be observed and the objectives that will be taught,
- to inform the appraiser of any special characteristics of the learning environment that may affect the results of the classroom observations(s), and/or
- to determine specific areas or competencies the appraiser wishes to observe.

b. The appraiser will conduct a post-observation conference to discuss the results of the observation, make recommendations, provide the opportunity for the instructor to respond to the results, and determine if additional classroom observations are necessary. Additional classroom observations may be requested by the supervisor to observe specific instructional competencies for the purpose of completing the evaluation form or revising a previous score(s). The instructor may request additional classroom observations to improve a previous score(s), correct an identified weakness, or receive additional feedback from the supervisor for self-improvement.

c. The appraiser will fill out the Instructional Competencies Checklist Signed copies will be submitted to the Human Resources Office, the instructor, and the supervisor.

2. Instructional Competencies Checklist:

Supervisors should observe the following guidelines in completing the Instructional Competencies Checklist.

a. The checklist need not be completed during the observation session. Observers may record their initial reactions in any form they prefer, then transfer their observations to the form at a later time.

b. All eight instructional competencies must be assessed as part of the supervisor evaluation, though they do not necessarily have to be observed during the required observation session. By mutual consent of the instructor and supervisor, additional observation sessions may be scheduled to observe and record points in all eight competencies. However, classroom observation is only one method of data collection to assess instructional competencies. The supervisor may choose to consider other data sources. Sources in addition to classroom observations may include, but need not be limited to, videotapes of the class, materials created for a specific purpose, and/or observations of a secondary appraiser.

C. Student Evaluation

1. Each instructor will be evaluated by students in two classes/labs after at least 60 and no more than 80 percent of the scheduled hours have been completed. The instructor being evaluated will choose one class, and his/her immediate supervisor will choose the second class. Evaluations will be conducted following the established Pueblo Community College Protocol (page 26). Only the items set forth in the list of student evaluation forms will be used for obtaining official student evaluation results.

2. Department chair and/or instructor may add items to the evaluation instrument to gain developmental/improvement data. These items, however, will not be part of the evaluation statistics.

D. Instructor's Self-Evaluation

Instructor completes the Self-Evaluation form (pages 28-29) to provide additional input to the supervisor evaluation process and to comment on circumstances that may have adversely affected student evaluations.

1. Instructor should observe the following guidelines in completing the Self-Evaluation form:

   a. Unlike the Instructional Competencies Checklist, the Self-Evaluation form does not list the descriptors of success for each instructional competency. Instructor may consult the list of descriptors on the Instructional Competencies Checklist for help in describing effectiveness in each area.

b. To evaluate fulfillment of professional responsibilities, instructor should refer to the list of Professional Responsibilities of Instructors.

c. Under "Comments Regarding Student Evaluations," instructor may supply any information relevant to the outcome of the student evaluation. Comments might describe the setting in which the class meets, the number of students in attendance on the day of the evaluation, the difficulty of course content, a recent incident that affected class morale, or any other situation which instructor wishes to make known.

F. Supervisor Evaluation

Supervisors should observe the following guidelines in completing the Supervisor Evaluation form (pages 30-31):

a. In assigning points for teaching effectiveness, supervisors will consider the results of the classroom observation plus any additional materials provided by instructor, to include: syllabi, videotapes of classroom performance, handouts, written comments of students on the student evaluation form, etc.

b. For competencies evaluated (with a "1", "2" or "4"), supervisors must provide explanatory comments.

c. To evaluate instructor fulfillment of professional responsibilities, supervisors should refer to the list of Professional Responsibilities of Instructors.

PROFESSIONAL RESPONSIBILITIES OF INSTRUCTORS

1. Adheres to all laws, policies, procedures, rules, and regulations which govern and affect the college, including fiscal rules of the State of Colorado.

2. Absences are minimal and for appropriate cause.

3. When absent, notifies chair for coverage of classes.

4. Responds favorably to suggestions for improvement and handles criticism in a professional manner.

5. Accomplishes assigned institutional, department, and/or class tasks in a timely manner.

6. Submits institutional documents such as student grade reports when due.

7. Meets all regularly scheduled classes unless the class has been canceled or rescheduled by or with the permission of the department chair.

8. Models professionalism in dress and action.

9. Supervises and enforces appropriate safety procedures in the laboratories and other environments, facilities, and operations which are part of the program.

10. Evaluates the effectiveness of lab/occupational procedures on a regular basis and revises as necessary.

11. Adheres to, monitors, and/or establishes an inventory system for equipment, supplies, and lab materials.

12. Goes through chain of command in resolving conflicts.

13. Acknowledges and carries out recommendations derived from evaluations.

14. Accepts personal responsibility for compliance with administrative policies and procedures.

15. Assists in the implementation of the approved program curriculum; is knowledgeable of program accreditation standards, and strives to meet these standards with available resources.

16. In constructing syllabus, provides clear, well-written objectives which completely address the necessary content and curriculum.

17. Participates when appropriate in cooperative planning with colleagues.

PUEBLO COMMUNITY COLLEGE
INSTRUCTIONAL COMPETENCIES CHECKLIST

EFFECTIVE DATE: _____

Department: _____

Supervisor: _____

INSTRUCTOR: _____

Evaluation Period: _____

Evaluation Dates: _____ _____ _____ _____

Conference Dates: _____ _____ _____ _____

Competency 1:
Develops clear, valid, and sequentially organized learning objectives/competencies

____ EXPECTED PERFORMANCE:

EXPECTED PERFORMANCE will result when ALL ITEMS are performed:

- **Instructor communicates, in writing, course information to students during the first week of class: course objectives, text and material list, evaluation methods, and schedules for projects, examinations, and tests.**
- **Instructor conveys in writing to the students, project/assignment descriptions and evaluation methods when the projects/assignments are assigned.**
- **Instructor conveys, in writing, changes in course requirements to students.**
- **Instructor evaluates students' progress and understanding on a regular basis through frequent written and/or oral assessments that reflect instructional objectives.**
- **Instructor designs objectives, lesson plans, and activities that sequence curriculum to assure a logical and meaningful learning experience.**

____ EXCEPTIONAL PERFORMANCE:

EXCEPTIONAL PERFORMANCE will result if BOTH of the following are performed in addition to the EXPECTED.

- **Instructor performs statistical analysis on all major tests/examinations, projects, and/or portfolios for one prep during this evaluation period.**
- **Instructor develops or revises examinations, projects, and/or teaching strategies based on statistical analysis of current course objectives as appropriate.**

NOTE:

Other projects/activities may be considered as exceptional performance if approved by supervisor and both division vice-presidents.

____ SOME IMPROVEMENT NEEDED
____ SIGNIFICANT IMPROVEMENT NEEDED

Competency 2:

Prepares, organizes, and manages the instructional process

____ EXPECTED PERFORMANCE:

EXPECTED PERFORMANCE will result when ALL ITEMS are performed:

- **Instructor organizes and plans class sessions, equipment, and material in advance.**
- **Instructor evaluates and returns tests, examinations, and assignments to the students within one week.**
- **Instructor provides supervision and actively assists students in class/lab.**
- **Instructor identifies and summarizes major points.**
- **Instructor explains abstract ideas and theories by using relevant examples and illustrations.**
- **Instructor critiques student work (tests, examinations, and projects) and informs the student of his/her work that needs improvement.**
- **Instructor implements strategies to deal with inappropriate student behavior when required.**

____ EXCEPTIONAL PERFORMANCE:

EXCEPTIONAL PERFORMANCE will result if ANY of the following is performed in addition to the EXPECTED.

- **Instructor analyzes learning styles of students with pre-approved assessment instrument to implement a variety of learning strategies.**
- **Instructor provides written documentation of cumulative course grades to individual students for a minimum of three times per class per prep.**

NOTE:

Other projects/activities may be considered as exceptional performance if approved by supervisor and both division vice-presidents.

____ SOME IMPROVEMENT NEEDED

____ SIGNIFICANT IMPROVEMENT NEEDED

Competency 3:

Demonstrates knowledge of subject matter

____ **EXPECTED PERFORMANCE:**

EXPECTED PERFORMANCE will result when ALL ITEMS are performed:

- **Instructor clearly defines new terminology, concepts, and principles.**
- **Instructor accurately explains topics to appropriate depth.**
- **Instructor clarifies students' misunderstanding by offering relevant and concrete examples and explanations.**

____ **EXCEPTIONAL PERFORMANCE:**

EXCEPTIONAL PERFORMANCE will result if the following is performed in addition to the EXPECTED.

- **Instructor updates/validates course content annually through professional literature, through continuing education, by returning to the work force, and/or with advisory committee consultation.**

NOTE:

Other projects/activities may be considered as exceptional performance if approved by supervisor and both division vice-presidents.

____ **SOME IMPROVEMENT NEEDED**
____ **SIGNIFICANT IMPROVEMENT NEEDED**

Competency 4:
Encourages students to think critically and independently

____ **EXPECTED PERFORMANCE:**
EXPECTED PERFORMANCE will result when ALL ITEMS are performed:

- **Instructor develops students' problem solving skills by using inductive questioning techniques.**
- **Instructor gives assignments and exams that require analysis, synthesis, and evaluation of information about the subject.**
- **Instructor provides students opportunities to explore problems, recognize alternatives, make decisions, and find answers to their own questions.**
- **Instructor promotes questioning and curiosity in discussion, classroom activities, and assignments.**

____ **EXCEPTIONAL PERFORMANCE:**
EXCEPTIONAL PERFORMANCE will result if the following is performed in addition to the EXPECTED.

- **Instructor assigns problem-solving projects that require independent student research, critical thinking and communication of results to other students.**

NOTE:
Other projects/activities may be considered as exceptional performance if approved by supervisor and both division vice-presidents.

____ **SOME IMPROVEMENT NEEDED**
____ **SIGNIFICANT IMPROVEMENT NEEDED**

Competency 5:

Provides opportunity for students to learn through practical applications

____ **EXPECTED PERFORMANCE:**

EXPECTED PERFORMANCE will result when ALL ITEMS are performed:

- **Instructor appropriately relates course materials to other areas of knowledge and to workplace applications.**
- **Instructor provides examples of professional/work application of knowledge and opportunities for student practice within that context.**
- **Instructor requires students to integrate knowledge in simulated problem applications.**

____ **EXCEPTIONAL PERFORMANCE:**

EXCEPTIONAL PERFORMANCE will result if the following is performed in addition to the EXPECTED.

- **Instructor integrates community service, service learning, and/or work experience opportunities into the curriculum as an application of learning.**

NOTE:

Other projects/activities may be considered as exceptional performance if approved by supervisor and both division vice-presidents.

____ **SOME IMPROVEMENT NEEDED**
____ **SIGNIFICANT IMPROVEMENT NEEDED**

Competency 6:

Demonstrates commitment to student success.

____ **EXPECTED PERFORMANCE:**

EXPECTED PERFORMANCE will result when ALL ITEMS are performed:

- **Instructor establishes and maintains rapport with students on a professional level.**
- **Instructor re-explains and reteaches course materials as appropriate.**
- **Instructor relates to students impartially and accepts different viewpoints when resolving conflict.**
- **Instructor considers students' questions seriously and demonstrates a respectful, courteous, non-demeaning attitude towards students.**
- **Instructor refrains from talking about or criticizing students in the presence of other students.**
- **Instructor exhibits a positive attitude about students' ability to learn and helps students develop a positive self-concept.**
- **Instructor recommends tutorial, remediation materials, and/or study skill methods when needed.**

____ **EXCEPTIONAL PERFORMANCE:**

EXCEPTIONAL PERFORMANCE will result if ANY of the following is performed in addition to the EXPECTED.

- **Instructor voluntarily schedules extra time (beyond class/lab or office hours) to assist students who need additional instruction to meet the requirements of the course.**
- **Instructor is available at students' requests as a resource as evidenced by frequent appointments for information, assistance, and/or support.**

NOTE:

Other projects/activities may be considered as exceptional performance if approved by supervisor and both division vice-presidents.

____ **SOME IMPROVEMENT NEEDED**

____ **SIGNIFICANT IMPROVEMENT NEEDED**

Competency 7:
Actively involves students in the learning process

____ EXPECTED PERFORMANCE:
EXPECTED PERFORMANCE will result when ALL ITEMS are performed:

- **Instructor promotes the use of the library, computer labs, and other educational resources.**
- **Instructor provides appropriate individual and/or group activities for practice and application.**
- **Instructor involves students in discussions or other active learning strategies relevant to identified course.**

____ EXCEPTIONAL PERFORMANCE:
EXCEPTIONAL PERFORMANCE will result if ANY of the following is performed in addition to the EXPECTED.

- **Instructor provides collaborative/cooperative learning opportunities for students.**
- **Instructor implements innovative materials for an assigned course. Innovative Learning Materials include any material that assists instruction and enhances student learning, such as individualized instruction, computer aided instruction, interactive videodisc, video projection, Internet, cable television instruction, video over the network, distance education techniques, or digital video (CD-ROM/ Laser disc).**

NOTE:
Other projects/activities may be considered as exceptional performance if approved by supervisor and both division vice-presidents.

____ SOME IMPROVEMENT NEEDED
____ SIGNIFICANT IMPROVEMENT NEEDED

Competency 8:

Is responsive to the learning needs of a diverse student population

____ **EXPECTED PERFORMANCE:**

EXPECTED PERFORMANCE will result when ALL ITEMS are performed:

- **Instructor acknowledges the right of others to hold differing views or values.**
- **Instructor varies teaching techniques to accommodate a variety of learning needs for students of diverse backgrounds.**
- **Instructor provides reasonable accommodation for exceptional and disadvantaged students.**

____ **EXCEPTIONAL PERFORMANCE:**

EXCEPTIONAL PERFORMANCE will result if the following is performed in addition to the EXPECTED.

- **Instructor integrates multi-cultural issues into the curriculum, where appropriate.**

NOTE:

Other projects/activities may be considered as exceptional performance if approved by supervisor and both division vice-presidents.

____ **SOME IMPROVEMENT NEEDED**
____ **SIGNIFICANT IMPROVEMENT NEEDED**

Comments

PUEBLO COMMUNITY COLLEGE
PROTOCOL FOR DISTRIBUTION OF
STUDENT EVALUATION OF INSTRUCTOR FORMS

1. Before distributing evaluation forms, instructor should read the following statement:

THE EVALUATIONS ARE FOR THE PURPOSE OF HELPING ME IMPROVE MY TEACHING METHODS AND STYLE SO THAT I MIGHT BETTER PERFORM MY JOB. YOU SHOULD MARK THE FORM WITH YOUR HONEST APPRAISAL OF HOW WELL I HAVE ACHIEVED MY PRIMARY TASK.

CLASS AVERAGE RESULTS WILL BE PROVIDED TO ME AFTER I HAVE TURNED IN GRADE SHEETS FOR THE CLASS. SPECIFIC INDIVIDUALS WILL NOT BE IDENTIFIED. AFTER THE EVALUATION IS COMPLETED, FORMS ARE TO BE SEALED IN THIS ENVELOPE AND TAKEN TO THE VICE PRESIDENT'S OFFICE (OR TO THE LEARNING CENTER DURING EVENINGS OR WEEKENDS).

2. The instructor selects someone to collect the forms.

3. The instructor leaves the room while evaluations are being completed.

4. Completed forms are placed in the envelope provided, sealed, and taken by the appointed student to the appropriate Vice President's office (or to the Learning Center during evenings or weekends).

5. Results are compiled by the Human Resources Office.

6. Results will be distributed to the supervisor prior to the end of the class(es) that were evaluated by the students.

7. Instructor will receive the results of the student evaluations after grade sheets are turned in. A copy of the results will be placed in the employee's personnel file after the instructor has received the results.

PUEBLO COMMUNITY COLLEGE
STUDENT EVALUATION INSTRUMENTS (LIST OF EVALUATION FORMS)

Please contact your supervisor to review evaluation instruments.

Form A **(Brown)** is designed for small lecture/discussion courses. Items emphasize the clarity and quality of information transmitted, as well as the nature of the interaction between instructor and student.

Form B **(Blue)** is designed for large lecture classes, with little or no in-class interaction between instructor and student. Items strongly emphasize the quality of course organization and information transmitted.

Form C **(Green)** is designed for seminar discussion classes that include a minimal amount of formal lecturing by the instructor. The items emphasize quality of discussion as well as course organization and interest level.

Form D **(Purple)** is designed for those classes whose purpose is the teaching of problem-solving or heuristic methods. Clear explanations, dealing with student difficulties and quality of problems are emphasized.

Form E **(Red)** is designed for those classes that are skill oriented and in which students get "hands on" experiences related to future occupational demands. Such classes include clinical nursing, art studio, social-work field experience, etc.

Form F **(Tangerine)** is designed for quiz sections. These are usually taught by graduate teaching assistants, in conjunction with a lecture section taught by a regular instructor. Items focus on the ability of the quiz section instructor to interact with students and provide clear and useful explanations.

Form G **(Aqua)** is designed for use in lecture classes (such as those in math) that rely heavily on homework problems and a textbook. Emphasis is on the instructor's ability to communicate with students, and the value of assigned problems and readings.

Form H **(Gray)** is designed for lab sections generally taught in conjunction with classes in the physical sciences. Items emphasize the instructor's ability to introduce meaningful questions, assist students, and deal with unexpected problems.

Form I **(Avocado)** is designed to be used in distance learning (correspondence) courses. Items relate to the instructor's responsiveness and the quality of support material.

Form J **(Maroon)** is designed to evaluate instruction provided through clinical experience rather than traditional academic coursework. Such courses are often found in the health professions or the arts. Items focus on the instructor's ability to provide information, stimulate learning, and demonstrate skills.

Form X **(Gray Blue)** is designed to be used across all course types. It includes a reduced set of items relating to general educational processes and a unique set intended to assess educational outcomes.

PUEBLO COMMUNITY COLLEGE
INSTRUCTOR'S SELF-EVALUATION

Instructor _____ Date _____

Refer to the Statement of Instructional Competencies and Responsibilities for elaboration.

EXCEPTIONAL PERFORMANCE	DEMONSTRATES EXPECTED PERFORMANCE	SOME IMPROVEMENT NEEDED	SIGNIFICANT IMPROVEMENT NEEDED
4	3	2	1

____ 1. Instructor develops clear, valid, and sequentially organized learning objectives/competencies.

____ 2. Instructor prepares, organizes, and manages the instructional process.

____ 3. Instructor demonstrates a knowledge of content subject matter.

____ 4. Instructor encourages students to think critically and independently.

____ 5. Instructor provides opportunity for students to learn through practical application.

____ 6. Instructor demonstrates a commitment to student success.

____ 7. Instructor actively involves students in the learning process.

____ 8. Instructor is responsive to the learning needs of a diverse student population.

____ 9. Instructor fulfills professional responsibilities.

____ 10. Student Evaluations:

COMMENTS:

NOTE: *Please attach any documentation that is evidence of exceeding expected effectiveness. Such documentation might include, but is not limited to, letters from students to administrators, letters from community leaders and professional organizations, class materials, and/or newspaper articles.*

PUEBLO COMMUNITY COLLEGE
SUPERVISOR'S EVALUATION OF INSTRUCTOR

Instructor: _____ Date _____

Refer to the Statement of Instructional Competencies and Responsibilities for elaboration.

EXCEPTIONAL PERFORMANCE	DEMONSTRATES EXPECTED PERFORMANCE	SOME IMPROVEMENT NEEDED	SIGNIFICANT IMPROVEMENT NEEDED
4	3	2	1

____ 1. Instructor develops clear, valid, and sequentially organized learning objectives/competencies.

____ 2. Instructor prepares, organizes, and manages the instructional process.

____ 3. Instructor demonstrates a knowledge of content subject matter.

____ 4. Instructor encourages students to think critically and independently.

____ 5. Instructor provides opportunity for students to learn through practical application.

____ 6. Instructor demonstrates a commitment to student success.

____ 7. Instructor actively involves students in the learning process.

____ 8. Instructor is responsive to the learning needs of a diverse student population.

____ 9. Instructor fulfills professional responsibilities.

____ 10. Student Evaluations:

COMMENTS:

_____

_____

_____

_____

_____ _____

Instructor's Signature/Date Supervisor's Signature/Date

SECTION V. Office Services

You have been assigned a mailbox. Notices, class lists, notes, etc. will be left there, so mailboxes should be checked each day you come to class.

You are invited to drop in to see the department chairperson whenever you need to discuss something. If he/she does not normally hold office hours at a time convenient to you, call and make an appointment. You may also leave messages in the chairperson's mailbox or on his/her voice mail.

Typing. Typing is done by the division administrative assistant. Please allow adequate time for any typing jobs.

Copying. If you have fifteen or fewer copies to make, you may use the division copy machine during office hours. After 5:00 p.m., the Library copy machine in the Academic Building may be used, or ask the department chairperson or the administrative assistant about the procedure for making copies after hours in your division. A copy card or copy code will be provided for part-time instructors. If you have more than fifteen copies to make, please use the PCC Printshop and allow three days for the lowest cost.

Before you copy any materials, check copyright rules. Occasionally, you may copy a brief passage, diagram, etc., for one class if your decision is spontaneous (i.e., there is insufficient time to request permission to copy). Note that the PCC Printshop checks copyrights carefully and may refuse material without appropriate permission.

Audio-Visual Equipment. Most departments have their own overhead projectors. Check with your department chairperson. The Library has VCRs, opaque projectors, audio cassette players, etc. Check with the Library at extension 3305 (549-3305).

SECTION VI. Discipline Problems

Since the typical Pueblo Community College student is a mature person, discipline problems are rare. Your chairperson will assist you with solutions to special problems that may arise. Some typical problems that have occurred in the past follow:

Academic Misconduct. The College Catalog lists several student actions that may constitute academic misconduct. If one of your students is involved in academic misconduct, you should immediately report the infraction to the College Student Judicial Officer, Dennis Trujillo-Johnson, at extension 3035 (549-3035).

Student Discipline. Every effort is made to protect the learning environment. Disruption of the classroom is not tolerated. Many instructors tell the misbehaving person(s) to leave if the conduct does not improve immediately. If the conduct does not improve and the student(s) responsible will not leave, contact security for assistance and/or inform your department chairperson or Vice President as soon as possible. You should also notify the College Student Judicial Officer, Dennis Trujillo-Johnson, at extension 3035 (549-3035).

Several actions may constitute non-academic misconduct. These actions are listed in the College Catalog and the PCC Student Handbook. If any of these actions take place in the classroom, you should immediately seek advice from your department chairperson. You should also contact the College Student Judicial Officer, Dennis Trujillo-Johnson, at extension 3035 (549-3035), for advice and to develop a plan of action.

Threats or Intimidation. If a student threatens you, do not ignore it or try to solve it alone. CONTACT THE CAMPUS SECURITY OFFICE AT ONCE! You should also notify your department chairperson and the College Student Judicial Officer.

Smoking, Drinking, and Food in the Classroom. No smoking, food, or drinks are permitted in the classroom. The Pueblo Community College campus buildings are smoke free. You are asked to observe the posted regulations.

SECTION VII. Support Services

Support Services. Students or instructors should contact the appropriate Pueblo, Southwest Center or Fremont County campus for information about the following services:

	Telephone:
Fremont County Center	719-275-4240
Southwest Center-Cortez	970-565-8440
Southwest Center-Durango	970-247-2929

Pueblo Campus:	**Office Number**	**Telephone:**	**E-Mail**
Academic Advising	CC-258	719-549-3035	johnson_d@pcc.cccoes.edu
Admissions & Records	CC-215	719-549-3010	sagona@pcc.cccoes.edu
Bookstore	CC-142	719-549-3065	dwyer@pcc.cccoes.edu
Business Office	CC-112	719-549-3212	reineke@pcc.cccoes.edu
Center for Teaching Excellence	AB-210L	719-549-3418	smith@pcc.cccoes.edu
Continuing Education	AB-154	719-549-3252	novotny@pcc.cccoes.edu
Counseling & Career Services (Advising, Career & Transfer)	CC-258	719-549-3035	johnson_d@pcc.cccoes.edu
Financial Aid	CC-238	719-549-3020	osswald@pcc.cccoes.edu
Learning Center	AB-150	719-549-3393	montoya@pcc.cccoes.edu
Library	AB-110	719-549-3305	gardner@pcc.cccoes.edu
Student Activities	CC-165	719-549-3060	tafoya@pcc.cccoes.edu
Student Judicial Officer	CC-258	719-549-3035	johnson_d@pcc.cccoes.edu
Telelearning	GC-201	719-549-3343	romero_p@pcc.cccoes.edu

Academic Advising. Counselors provide general academic and transfer advising to undeclared majors. Students who have declared a major should be advised by the department chairperson or faculty within that department.

Admissions. The Admissions Office is responsible for reviewing all applications for admission, including foreign student admission, and finalizing admission to the College. The Admissions Office will review each application in accordance with defined admission classifications and Admissions Requirements. The Admissions Office notifies all students of a final admissions decision.

Bookstore. The PCC Bookstore serves PCC faculty, staff, and students. The Bookstore carries required textbooks and supplies, as well as general interest books, art supplies, office supplies, basic school supplies, calculators, greeting cards, clothing, glassware, and gift items.

Business Office. The Business Office, located on the main floor of the Central Administration Building is open for financial transactions from 8:30 a.m. to 6:00 p.m., Monday through Thursday, and 8:30 a.m. to 5:00 p.m. on Friday.

Continuing Education. The Community Education and Training Division provides a broad range of educational opportunities and services for Pueblo and the surrounding area. Classes, workshops, and customized services are provided through the Business, Industry, and Government Services Office; the Small Business Development Center; the Adult Basic Education and Workforce Learning Programs; the Children First Resource and Referral Service; and the Office of Continuing Education. Offerings are for credit, non credit or CEU's and are provided through on campus instruction, at off campus sites, in the workplace, or through home television and computers.

Center for Teaching Excellence. The Center for Teaching Excellence provides a full range of human and professional development opportunities to all faculty, part-time instructors, and office support staff. While the emphasis for training is on technology integration, there are many workshops and seminars dealing with all aspects of teaching and learning. Services include credit courses, seminars, faculty-to-faculty workshops, arranging for peer mentoring, observations and feedback of teaching, confidential consultations for teaching improvement, support for instructional design, a large collection of print and non-print resources, computer applications training, Internet searches, and grant-writing collaboration. Many of the workshops are available for PCC credit. A half-day of training is offered to part-time instructors during March of each year. The Center for Teaching Excellence also offers training on the Student Information System. For more information, contact Frank Smith at 719-549-3418 or send e-mail to Smith@pcc.cccoes.edu.

Counseling & Career Services (Advising, Career and Transfer). Career planning and placement, supplemental services for vocational students, short-term personal counseling, crisis intervention, services for students with disabilities, and outreach programs are provided as counseling services. Basic skills assessment is also conducted through this office.

Students may see counselors on a drop-in basis or by appointment. If a part-time instructor has a concern about a student or needs assistance in addressing a student problem, he/she should schedule an individual meeting with a counselor.

Financial Aid. The Financial Aid Office administers a comprehensive program of grants, scholarships, and loans. The awarding of grants and loans is based on need, while the awarding of scholarships is based on academic ability, and, in some cases, need. Assistance in the form of work is available through the Federal College Work-Study Program and the Colorado Work-Study Program and is based on financial need.

Learning Center. The Learning Center offers academic support to students to assist with successful completion of classes including:

- Tutorial services – fundamental reading, English, and mathematics tutoring is offered to all students via a walk-in open lab. Individual, group, computer and visual-aided tutorials are also available.
- Computer labs – open computer labs for students are staffed with technicians who offer basic courses and tutorial software assistance.
- Health program admissions testing and test proctoring.
- Services to Students with Disabilities – adaptive assistive services including readers, note takers, interpreters, audio transcription, and print enlargement are provided to students with documented needs. Students are registered for Campus Access Center courses and are provided specialized instruction.
- Testing – tests for independent study and telecourses are given during specified hours. Arrangements must be made in the Learning Center.
- Evening and Weekend Support Services – include open student computer labs, and photocopy services (1-20 copies).

Library. Pueblo Community College offers library services at the main campus and at PCC-Southwest Center. In addition, students have access to the collections of the Pueblo Library District and the University of Southern Colorado in Pueblo, the Canon City Public Library in Canon City, the Durango Public Library and the Fort Lewis College Library in Durango, and the Cortez Public Library in Cortez.

Library services and materials are available to PCC students, faculty, part-time instructors, staff, and community members. Staff provides instruction in the use of the Library and assists with information and research needs. The Library collection of over 41,000 items includes over 20,900 books, 2,800 microforms, 264 journal and newspaper titles, and 13,831 audio visual programs.

Hours:

Fall and Spring Semesters

Monday – Thursday	8 a.m. – 8:30 p.m.
Friday	8 a.m. – 5 p.m.
Saturday	10 a.m. – 3 p.m.

Summer Semester

Monday – Thursday	8 a.m. – 7 p.m.
Friday	8 a.m. – 2 p.m.

Services:

- Library tours, bibliographic instruction, tip sheets, interlibrary loan (Mike Thomason at 549-3117).
- Two typewriters for student/community use.
- Laminating and overhead transparency services. (Call 549-3305).
- Audio visual equipment – audio cassette players and recorders, filmstrip/cassette projectors, 16mm projectors, overhead projectors, opaque projectors, slide projectors, VHS players, laser disk players, and easels. Some equipment may be checked out for off-campus use. (Call 549-3305).
- Study rooms.
- An on-line catalog and access to other on-line catalogs in Colorado as well as throughout the United States in the CARL network.
- Access to UnCover, an on-line index.
- Access to full-text online journal databases, ProQuest Direct, ABI-Inform and Health Reference Center.
- Access to MEDLINE (abstracts) and Encyclopedia Britannica via the Internet. The Encyclopedia may be accessed from faculty offices as well as the Library.

- Access to the PCC on-line catalog and the UnCover index from the open computer lab through the campus VAX computer network. A guide to searching the online catalogs and indexes is available in AB-150 and the Library.

- Lists of new materials sent to faculty/instructors' campus e-mail addresses.

Materials Check Out – Students:

To check out books and audio visual materials, a PCC Student ID Card or a Colorado State Driver's License is required.

- Books – two weeks (14 days).
- Videocassettes (VHS) – 24 hours (1 day).
- Students must have a current I.D. to check out telecourse tapes – 24 hours (1 day) unless otherwise indicated by the faculty member/instructor.
- Reference materials, journals, newspapers, and microfilm may not be checked out.
- A photocopy machine and microfilm reader printer are available; a ten-cent per copy fee is charged.
- Overdue material fee: None. After two overdue notices, a hold is placed on the student's records.
- Lost material fee: Replacement cost of item.

Materials Check Out – Faculty/Instructors

To check out books and audio visual materials, a part-time instructor must be registered with the Library. A PCC I.D. Card or a Colorado Driver's License is required.

- Books – one semester or until requested by another patron.
- Audio visual materials – two weeks or special arrangement.
- Photocopies may be made on evenings and Saturdays in the Library.

Student Activities: Student Activities programs are provided to students through the Student Activities Board, the Student Senate, and organized student organizations. The Director of the College Center appoints the Student Activities Board; and the board is responsible for implementing social, cultural, and recreational programs that are funded by the student activity fees. Additionally, the Student Senate sponsors social programs that are open to all students including the annual Fall Fest and Spring Fling. Student organizations are very active and are encouraged to sponsor programs that benefit all students and that enable the organizations to raise funds for their operating costs.

Telelearning. Educational Technology and Telecommunications provides Pueblo and southern Colorado telelearning through interactive television (ITV) delivery, telecourses and CBC (College by Cassette). Pueblo Community College has the opportunity to offer high quality education programming via the College's educational cable channel. This cable channel allows PCC to offer standard academic courses and industrial teletraining programs which can be delivered to work stations, corporate training centers, or the student's home.

Pueblo Community College offers an extensive list of telecourses. A telecourse is a coordinated learning system based on a series of television programs. Students watch weekly video segments while completing writing assignments, interactive conference calls, field trips, lab sessions, and testing to assess mastery of course content. All telecourses are academically proven, well-produced television series developed by college faculty, scholars, practitioners, and instructional design specialists. Students may be required to visit the campus to speak with instructors and take tests to assess mastery of course content.

Telelearning courses provide a delivery system to accommodate student needs of flexibility and convenience while meeting course content requirements, rigor, and outcomes of traditional on-campus course instruction, are equivalent in length, and scope; and meet departmental or program-mandated guidelines or standards.

SECTION VIII. Employment Information.

Non-Discrimination Notice. Pueblo Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 900 W. Orman Avenue, Room CA-210, Pueblo, Colorado 81004, telephone and TDD (719) 549-3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204, (303) 844-5695, TDD (303) 844-3417.

Accommodation Notice for Meetings/Events. Reasonable accommodations will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in an event/meeting/workshop scheduled on the Pueblo Community College campus, please notify your department chair or the division administrative assistant prior to the event/meeting/workshop.

Salary Notice. All part-time instructors will be issued a salary contract near the beginning of the semester. The contract should contain nothing different from that previously discussed with your chairperson regarding teaching assignments and remuneration. If you feel a discrepancy exists, please contact your chairperson and then the Human Resources Office within two weeks of receipt of the contract. You may pick up your check in CA-111, have it deposited directly, or have it mailed to your home. It takes longer to process your first check. Then your checks will be paid every other Friday. Part-time instructors are hired on a semester-by-semester basis. Employment is not promised or guaranteed beyond the semester contract.

Orientation. New instructors must attend an orientation their first semester to be eligible to teach.

Staff Development/Activity Stipend. Part-time instructors are eligible for one $50.00 Staff Development/Activity Stipend each fall and spring semester. The Department Chairperson must approve the staff development activity which would be paid at $12.50 per hour with a maximum of four hours. The Department Chairperson is responsible for initiating the hourly time sheet.

Part-Time Instructor Salary Level Requirements.

LEVEL I: Entry Level

- Meet program requirements (degree, credential, etc.)

LEVEL II:

- Completion of at least three (3) semesters teaching at Pueblo Community College with at least three (3) higher than average ratings from BOTH students and supervisor.
- Successful teaching of at least fifteen (15) credit hours or 225 contact hours at Pueblo Community College.
- Attendance at Instructor Orientation.

Personnel File. A personnel file is maintained in the Human Resources Office. This file should contain a copy of your resume, a completed Pueblo Community College employment application form and a completed employee packet (which are available in the Human Resources Office, Room CA-210), and official transcripts. You must request official transcripts to be sent directly from your college to the Pueblo Community College Human Resources Office as soon as possible. If you are new to Pueblo Community College, you will be required to provide proof of eligibility to work in the United States in compliance with the Immigration and Reform Act of 1986 and must provide a copy of your driver's license and Social Security card.

Instructor Load. Instructors may teach up to 12 semester credits per semester.

Retirement. All employees, except Pueblo Community College students, are required to pay into PERA (Public Employee's Retirement Association). The employees' contribution is 8 percent of gross earnings; the college contributes 11.5 percent at the present time.

Sexual Harassment Notice. Pueblo Community College does not tolerate or condone sexual harassment in any form. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or for participation in a class or program

2. Submission to or rejection of such conduct is used as the basis for decisions on employment or student grades

3. Such conduct substantially interferes with an individual's work or classroom performance creating an intimidating, hostile, or offensive working environment

Sexual harassment as defined above may include, but is not limited to:

1. Sex-oriented verbal "kidding", abuse or harassment
2. Unwelcome sexual advances or pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications or the use of vulgarity
4. Unwelcome touching, such as patting, pinching or brushing against another's body
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status or similar personnel concerns
6. Unwelcome posters, letters or other writings or communications of a sexual nature
7. Other verbal or physical conduct of a harassing nature.

Sexual harassment is illegal and is a violation of Title VII of the Civil Rights Act of 1964 and Title IX which prohibit sex discrimination in educational programs or activities. The College is committed to upholding this policy prohibiting sexual harassment. Violation of this policy may be grounds for dismissal. While it is the purpose of this policy to protect all persons associated with the College from sexual harassment, it shall also be a violation of this policy to knowingly make a false allegation of sexual harassment.

Individuals who feel they have been subjected to sexual harassment and are in need of further information as to the procedures, may contact the Director of Human Resources, 900 W. Orman Avenue, Room CA-210, Pueblo, CO 81004, (719) 549-3220 or the College President. All matters involving sexual harassment complaints are taken seriously and shall be investigated. Complaints shall remain confidential to the extent possible. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment, work assignments or grades.

Termination Procedures. All part-time instructor contracts are at will and may be terminated with or without cause by either party at any time. Part-time instructor contracts are for one semester, and therefore you will be terminating your association with Pueblo Community College at the end of the semester. In terminating your association with Pueblo Community College, all keys, library materials, textbooks, grade book, and other property belonging to Pueblo Community College must be returned prior to the final payment of monies owed to you.

Jury Duty. Pueblo Community College expects its employees to carry out their civic duty by performing jury service when called. Compensation received for jury duty during the time absent from work shall be turned over to the College except for parking and mileage allowance.

Employees who work their regularly scheduled hours and perform jury service during off-time are entitled to their earnings without any adjustment for jury fees.

Drug-Free Workplace Policy and Program. It is the policy of the System/College's Governing Board that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace by an employee is prohibited. Any employee who violates the above policy will be subject to appropriate disciplinary action which may include termination.

As a condition of employment, each employee shall:

1. Abide by the terms of this Policy Statement; and

2. Notify the System/College of any drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Based on State Board for Community Colleges and Occupation Education Policy requiring a Drug-Free Workplace, BP 3-24.

Any employee who is convicted of a violation of any criminal drug statute which occurred in the workplace will be subject to:

a. Appropriate personnel actions to and including termination; or

b. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agencies.

As part of its Drug-Free Awareness Program, which includes the Drug-Free Workplace Policy Statement, the System/College provides the following information to all employees:

1. Drug counseling, rehabilitation, and employee assistance programs available to employees of this institution include:

Drug Prevention Program Information
-available at Counseling and Career Services
-printed literature
-videos for viewing or for presentations

Referral Network with Community Agencies
-for individuals seeking help for themselves, family, or friends
-referral counseling to assist in contacting appropriate agencies
-all contacts are confidential

SECTION IX. Campus Services.

College Closures. When a decision is made to cancel classes due to extreme weather conditions, a public announcement will be made by the local radio stations. All classes and labs will be open unless specifically closed. When feasible, decisions for closing the College will be made prior to 6:30 a.m. for day classes, 3:00 p.m. for evening classes, and 3:00 p.m. Friday for weekend classes. Announcements will apply to both credit and noncredit classes and to all other scheduled meetings on the campus. When classes are canceled in extreme weather conditions, instructors do not need to report during the hours that the classes are canceled.

Emergency Procedures. In order that the safety and welfare of all College employees, students, visitors, and others using the campus and its facilities may be upheld, the following guidelines and regulations are established concerning safety, health, and emergency situations.

EVACUATIONS: In the event of an emergency which may require building evacuation at the Pueblo campus,first contact campus security at "0" (after hours, please call 911), then the Vice President for Administration and Finance. He will then decide if evacuation is necessary. In the event of evacuation, the affected personnel will be notified by the appropriate Vice President's office. If you cannot reach the Vice President for Administration and Finance, contact another Vice President. In the event none of the Vice Presidents are available, contact the College President or his/her designee.

Evacuation decisions at the Campus Centers (Fremont County Center and Southwest Center locations) are made by the Campus Center Director.

Once the order to evacuate is given in your building, the following should be done:

a. College personnel will evacuate individual buildings or all buildings when emergencies dictate such evacuations for the safety of students and staff.

b. Should time permit, take all personal items including briefcases, purses, etc.

c. Exit the building according to instructions.

d. Go to the designated area for your building and remain there until contacted by a College official.

e. REMEMBER TO AID THE DISABLED.

f. Stay at least 300 feet from the building.

g. Employees are not authorized to leave campus or go home.

DESIGNATED AREAS FOR EVACUATION IN PUEBLO:

1. Academic Building----------Valdez Field
2. Central Administration Building----------Parking Lot #4
3. College Center Building----------Parking Lot #5
4. GATC----------Parking Lot #2
5. Health Science Annex----------Valdez Field
6. Health Science Building----------Valdez Field
7. Industrial Technology Building----------Parking Lot #4
8. Physical Plant Building----------Valdez Field
9. Technical Education Building----------Valdez Field

IN THE EVENT OF A TOTAL CAMPUS EVACUATION, ALL PERSONS WILL GO TO VALDEZ FIELD.

MEDICAL OR LIFE THREATENING PROCEDURES: The Emergency Medical Procedures for the College are designed to provide appropriate emergency medical assistance as quickly as possible.

If you believe there is a medical emergency or a life-threatening situation call 9-911 and follow these steps:

1. Relax.
2. Calmly state:
    - Your name
    - Location of the emergency
    - Nature of the emergency
3. Hang up and assist the victim until the help arrives.
4. Inform the office of the Vice President for Administration and Finance.
5. Inform the Director if the emergency is at the Fremont Center or the Southwest Center.

EVENINGS

1. Dial 9 for outside line, then 911 to activate E-911 system.
2. When the call is answered, calmly state the following:
    - Your name
    - Location of the emergency
    - Nature of the emergency
3. When told to do so by the 911 dispatcher, hang up and assist the victim until an EMT arrives
4. Inform an administrator.
5. Inform the Director if the emergency is at the Fremont Center or the Southwest Center.

WEEKENDS

1. Dial 9 for an outside line, then 911 to activate E-911 system.
2. When the call is answered, calmly state the following:
    - Your name
    - Location of the emergency
    - Nature of the emergency
3. Hang up and assist the victim until an EMT arrives.
4. Inform the weekend administrator.
5. Inform the Director if the emergency is at the Fremont Center or the Southwest Center.

ELECTRICAL POWER FAILURE: Electrical power failures on the Pueblo campus should be reported as follows:

Day: Call the Director of Facility Services.

Night: Call the College Switchboard. The Switchboard operator will contact the appropriate Facility Services employee.

The Vice President for Administration and Finance or the Director of Facility Services will report the power failure to the WestPlains Energy Company.

LABORATORY SAFETY AWARENESS: Students in laboratories with equipment requiring instruction or safety procedures are to complete the department's Safety and Policy Awareness form. The department's Safety and Policy Awareness form is to be kept on file in the department. Written safety and policy statements are to be posted in laboratories or issued to each student.

Safety is the responsibility of the College and every member of the faculty and staff. If any unsafe condition, faulty equipment, or other hazard is observed, report it to your supervisor immediately so it can be corrected. In case of an accident/injury, a report should be filed immediately with the campus Security Office and the Safety Director.

EVENING AND WEEKEND SERVICES: Part-time instructors may receive the following evening and weekend support services at the Pueblo campus.

- Security can be reached at PCC by dialing "0" from 7:30 a.m. to 10:00 p.m. Monday through Friday and 10:00 a.m. to 2:00 p.m. on Saturday and Sunday. Safety and Security Information and Support and Request for Campus Safety Escort Services may also be made by dialing "0" during the hours stated above. In the event of an emergency after hours, please call 911.

- After the hours listed above, Incoming Emergency Message Services are provided by calling the Learning Center, 549-3393.

- A maintenance person is available after hours and on the weekends by calling the maintenance pager number: 584-1184.

KEYS: Under normal circumstances, part-time instructors will have their classes at times when the buildings and labs or normally open. When you need a key for a part-time instructor office, fill out a **KEY Request Form** and have it signed by your department chairperson. **Keys are issued only to the person requesting them** from the Office of the Vice President for Administration and Finance, Central Administration Building, Room 211, Extension 3211. **Issued keys are not to be duplicated or transferred from one individual to another.**

LOST AND FOUND: The Campus Security Office provides a central location for the return of all found articles. For items lost in the Academic Building, please check the Learning Center.

PARKING AND VEHICLE REGISTRATION: All employees at the Pueblo campus must have valid parking permits for their vehicles. Vehicles may be registered with the Pueblo Community College, College Center Office, CC-165, Extension 3060. Parking is $12.00 per semester. There is no charge for the summer. Validation decals must be renewed each academic year.

Faculty/instructor/staff parking is within orange lines. Student parking is within white lines Handicapped parking is within blue lines.

Parking fines are $5.00 for parking in a restricted area or having no registration payment and $25.00 for parking in a handicapped area.

SECTION X. Personnel Directory

President ..... Dr. Joe D. May (549-3213)

Vice President of Technology ..... Dr. Jon Botsford (549-3322)

Vice President of Transfer and Health ..... Dr. Betty Bumgarner (549-3253)

Vice President for Educational Development ..... Dr. Mary C. Griffith (549-3361)

Vice President for Administration and Finance ..... Ralph W. Huddin (549-3340)

Vice President for Student Services ..... Marjorie Villani (549-3080)

Director of Communications ..... Cynthia Illick (549-3050)

Interim Director of Pueblo One-Stop Center ..... Peggy A. Novotny (549-3368)

Director of Human Resources ..... Patricia L. Ruybal (549-3220)

Executive Director of Fremont County Center ..... Dr. James Arnold (275-4240)

Director of Library ..... Jeanne Gardner (549-3305)

Director of Counseling/Student Judicial Officer ..... Dennis Trujillo Johnson (549-3035)

Director of Research/Grant Writing ..... Dr. Consuelo Lopez (549-3381)

Director of Learning Center ..... Carol Montoya (549-3393)

Director of Financial Aid ..... Audrey Osswald (549-3026)

Controller ..... David Reineke (549-3209)

Director of Education Technology/Telecommunications ..... Paul Romero (549-3388)

Director of Southwest Center ..... Kathy Rousset (970-565-8440)

Director of Admissions and Records ..... Deb Sagona (549-3014)

Director of College Center/Student Activities ..... Daniel M. Tafoya (549-3062)

SECTION XI. Divisions and Curricula Offerings.

TECHNOLOGY DIVISION

Division Vice President — Dr. Jon Botsford
Gorsich Advanced Technology Center
Room GC-104
Telephone: 549-3322

Curriculum Offerings – Technology Division

Accounting
Automotive Collision Technology
Automotive Technology
Broadcasting and Production Technology
Business – CCC Online
Business Management
Computer Graphics Technology
Computer Information Systems
Criminal Justice/Social Science
Electronics Technology
Engineering Technology
Industrial Maintenance Technology
Law Enforcement Academy
Machining
Photonics/Vacuum Technology
Visual Communication Cluster
Welding

Department Chairs – Division of Technology

Accounting/Business Management	Glenann R. Arnold Academic Building 250R 549-3424
Automotive Collision Technology	Jim Torres Tech. Education Bldg. 140 549-3249
Automotive Technology	Jim Torres Tech. Education Bldg. 140 549-3249
Broadcasting and Production Technology	Scott Richards GATC 201 549-3410

Computer Information Systems	Thomas G. Pechek Academic Building 250O 549-3392
Electronics Technology	Jerry R. Christie GATC 201 549-3360
Engineering Technology	Jerry R. Christie GATC 201 549-3360
Industrial Maintenance Technology	Jerry R. Christie GATC 201 549-3360
Machining Technology	Emilio D. Gonzales Tech. Education Bldg. 155 549-3239
Mathematics	Larry Pontaski Academic Building 280G 549-3242
Physical Science	Larry Pontaski Academic Building 280G 549-3242
Criminal Justice/Social Sciences	Elwyn (Al) Alber Tech. Education Bldg. 116 549-3426
Law Enforcement Academy Coordinator	Mary Sutton Tech. Education Bldg. 153 549-3377
Visual Communications	Leroy Razo GATC 201 549-3292
Welding Technology	Emilio D. Gonzales Tech. Education Bldg. 155 549-3239

TRANSFER AND HEALTH DIVISION

Division Vice President — Dr. Betty Bumgarner
Academic Building
Room AB-134
Telephone: 549-3253

Curriculum Offerings – Transfer and Health Division

American Sign Language
Business Technologies
Culinary Arts
Dental Assisting
Dental Hygiene
Early Childhood Education
Early Childhood Professions
Emergency Medical Services Technology
Health Information Technology
Jewelry Repair and Design
Legal Assistant
Surgical Technologist
Psychiatric Technician
Practical Nursing
Associate Degree Nursing
Occupational Therapy
Ophthalmic Technician
Physical Therapist Assistant
Radiologic Technology
Respiratory Care Practitioner
Travel and Tourism

Department Chairs – Division of Transfer and Health

Biological Science — Rosalia Santiago
Academic Building 280H
549-3233

Business Technologies
Legal Assistant — Madelyn Bruning
Academic Building 250U
549-3201

Culinary Arts	Carol Himes College Center 114 549-3071
Dental Assisting	Janet Trujillo Tech. Education Bldg. 137 549-3263
Dental Hygiene	Kandy K. Learned Health Sciences Bldg. 127 549-3286
Early Childhood Education Early Childhood Professions	Linda Jagunich Academic Building 250E 549-3138
English/Communications	Deborah D. Borchers Academic Building 230I 549-3406
Fine Arts/Humanities Jewelry Repair and Design	David R. Edwards Academic Building 250 S 549-3385
Health Information Technology	Jill Sell-Kruse Central Admin. Bldg. 206 549-3143
Nursing-Associate Degree	Marilynn V. Mettler Health Sciences Bldg. 207 549-3321
Nursing-Practical Nursing	Janette Lewis Health Sciences Bldg. 205 549-3288
Occupational Therapy Assistant	Terry R. Hawkins Health Sciences Bldg. 004 549-3268
Opthalmic Technician	Leilani Burbidge Health Sciences Bldg. 024 549-3456

Physical Therapy Assistant	Lucinda Mihelich Health Sciences Bldg. 204A 549-3433
Psychiatric Technician	Janette Lewis Health Sciences Bldg. 205 549-3288
Radiologic Technology Assistant	Larry E. Bontrager Health Annex 549-3285
Respiratory Care Assistant	Delia Lechtenberg Health Sciences Bldg. 007 549-3266
Surgical Technician	Kevin Frey Health Sciences Bldg. 212 549-3273
Theater	Jean Fish-Davis Academic Building 250 Z 549-3387
Travel and Tourism	Gwen Speaks Academic Building 250C 549-3247

APPENDICES*

I. Course Syllabi Guidelines

II. Withdrawal from Class Form

III. Reinstatement to Class Form

IV. Grade Change/Removal of Incomplete

V. Class Cancellation/Change Report

VI. Faculty Monthly Absence Report

VII. Print Request Form

VIII. Minimum Instructor Employment Requirements

***The forms included in this Appendix may be duplicated from this Handbook for your convenience.**

Appendix I – Course Syllabi Guidelines

1. A Syllabus will be prepared for each course offered by Pueblo Community College. Syllabi must be reviewed annually.

2. The course syllabus will be distributed to each class member on or about the first class meeting.

3. All faculty members and instructors must use the syllabus adopted by the department.

4. The current syllabus for each course must be on file in the office of the appropriate Instructional Vice President and posted on the College U:drive system and/or the College Intranet.

5. All course syllabi shall be approved by the Department Chairperson and shall include:
   a) The Division in which the course is taught;
   b) Course section number and title;
   c) Credit hours, hours per week of lecture/lab;
   d) Catalog description;
   e) Pre-requisites, co-requisites, any other special preparation required;
   f) Core abilities;
   g) Course content (major topics);
   h) Learner outcomes (competencies or objectives that student will be expected to master);
   i) Process for measuring each learner outcome.
   j) A list of textbooks and required readings, tools and equipment or supplies required;
   k) A detailed description of attendance requirements;
   l) Grading procedures;
   m) Make-up examination policy;
   n) ADA policy;
   o) Classroom behavior expectations, including a statement on academic integrity/academic dishonesty, which identifies sanctions.

6. The faculty member or instructor shall distribute on or about the first day of class, the following general information:
   a) Welcome;
   b) Course section number and course title;
   c) The date and semester in which the course is being taught;
   d) The instructor's name;
   e) The instructor's office number and e-mail address;
   f) When the instructor will be available for conferences.
   g) The instructor's office telephone number and, if desired, home telephone number;
   h) Who should be contacted in case of emergency;
   i) Statement regarding why this course is important.

Appendix II – Withdrawal from Class Form

PUEBLO COMMUNITY COLLEGE
WITHDRAW FROM CLASS

INITIATED BY:
TERM _____ YEAR _____ STUDENT ☐ INSTRUCTOR ☐

INSTRUCTOR: DO NOT RETURN THIS FORM TO THE STUDENT. SUBMIT TO THE REGISTRAR'S OFFICE. THIS FORM INVALID THE LAST 30 PERCENT OF A SEMESTER OR ANY OTHER COURSE LENGTH.

NAME _____ ID# __ __ __ - __ __ __ - __ __ __ __
(Last) (First) (MI)

COURSE ID _____ - _____ - _____ Credit Hours _____ Course Length _____
Dept. Prefix Course # Sect #

LAST DATE OF ATTENDANCE _____

WITHDRAW REASON _____

INSTRUCTOR'S SIGNATURE _____ DATE _____

NOTE: A "W" GRADE WILL BE POSTED TO THE STUDENT'S PERMANENT RECORD.

FOR OFFICE USE ONLY: HOURS ACTIVELY REMAINING AFTER CONSIDERATION OF THIS WITHDRAW _____

Sm 11/89 1527J WHITE: Office Copy YELLOW: Financial Aid/Vets/Sponsor PINK: Instructor

Appendix III – Reinstatement to Class Form

P C C Class Reinstatement

Name: _____ ID #: _____-___-_____
Last First MI

Semester: _____/_____ Course: _____/_____/_____ Credit Hours: _____
Term Year Prefix Number Section

Last Date Of Withdrawal For This Course: _____/_____/_____ Today's Date: _____/_____/_____

NOTE: This form is not valid after the last day to withdraw from class. This date is on the Pop Up Bill and is in the Schedule of Classes.

- I have not been reinstated to this class previously.
- I understand that I am financially responsible for my tuition and fees. Should account collection fees become necessary, I understand that I am responsible for them.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Instructor: Do not return this form to the student. Forward it to the Registrar's Office.

For Official Use Only		
Date Changed: _____	Clerk's Initials: _____	Enrolled hours after this reinstatement: _____
Copies: WHITE: Records PINK: Student YELLOW: Financial Aid / Vets / Sponsor		

College Center Room 215
Class Reinstatement

Admissions and Records

Phone 549-3010

BEST COPY AVAILABLE

Appendix IV – Grade Change/Removal of Incomplete

PCC Grade Change

Name: _____ ID #: ____-____-____
Last First MI

Address: _____
Number / Street City State Zip

Semester: ____/____ Course: ____/____/____ Credit Hours: _____
Term Year Prefix Number Section

Is the student's graduation dependent on this grade? ☐ Yes ☐ No Original Grade: _____ New Grade: _____

Reason for Change: _____

Required Signatures (No Initials)

Instructor: _____ Date: _____

Dept. Chair: _____ Date: _____

The Vice President's signature is required if the change is requested after one calendar year.

Vice. Pres.: _____ Date: _____

For Official Use Only			
☐ Permanent Record:	☐ Class Record:	☐ Data Processing	☐ Student Notified:

College Center Room 215 **Admissions and Records** Phone 549-3010
Grade Change.doc

Appendix V – Class Cancellation/Change Report

PUEBLO COMMUNITY COLLEGE
CLASS CANCELLATION/CHANGE REPORT

CLASSCAN.REC0891ppc

Department _____

Date(s) of Cancellation or Change _____

Classes	Class Time	Instructor	Arrangement for Class

Reason for cancellation or change: _____

_____

Appendix VI – Faculty Monthly Absence Report

PUEBLO COMMUNITY COLLEGE
FACULTY MONTHLY ABSENCE REPORT

s:\hp-sun\forms\admin\absence.fac

NAME: _____ SOCIAL SECURITY # _____

MONTH OF _____

RECORD HOURS ABSENT										
	1st Week		2nd Week		3rd Week		4th Week		5th Week	
	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.
SUN										
MON										
TUE										
WED										
THU										
FRI										
SAT										
TOTAL										

Total Hours Sick _____ Date _____

Total Hours Other _____ Explain: _____

_____

Employee's Signature _____

Supervisor's Signature _____

Appendix VII – Print Request Form

DATE IN | Picked Up By/Mailed Out By/ Notified of Completion By | DATE OUT

PCC COPY/PRINT REQUEST

DEPT/BLDG/ROOM # ACCOUNT #

NAME/EXT# DATE/TIME NEEDED

☐ SEND THRU CAMPUS MAIL ☐ PICK UP AT PRINT SHOP

# Of Orig	TOTAL # of Copies	Paper Color	Card Stock Color	Description of work (i.e. Test, Syllabus)

JOB TOTAL $

COLLATE COPIES	Copy FRONT Side	Copy BOTH Sides	Corner Staple	Side Staple	Cut (what size)	Fold (what size)	3-Hole Punch	Legal 8 1/2 X 14	11 X 17	Letterhead	Envelope (what size)	Transparency	Spc: Color (Red/Blue/Grn)	FULL COLOR Copy	Plastic Spiral Bind	Coil Bind	OTHER: Note Pads/Bus Cards/Labels

OTHER INSTRUCTIONS:

Appendix VIII – Minimum Instructor Employment Requirements

Minimum Instructor Employment Requirements.

PROGRAMS	MINIMUM REQUIREMENTS
ACADEMIC TRANSFER PROGRAMS	Master's degree; no experience
AGRICULTURE, MARKETING, BUSINESS PROGRAMS	Bachelor's degree; 2 years of occupational experience (maximum of 1 year of specialized training beyond the Associate's degree may be substituted for up to 1 year of experience)
HEALTH PROGRAMS	Training as per program requirement; 5 years of occupational experience (maximum of 3 years of education beyond the Associate's degree may be substituted for up to 3 years of experience)
OTHER PROGRAMS	Associate's degree; 5 years of occupational experience (maximum of 3 years of specialized training may be substituted for up to 3 years of experience)